

February 5, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**FIVE YEAR RE-LEASE  
ALTERNATE PUBLIC DEFENDER  
12440 FIRESTONE BOULEVARD, NORWALK  
(FOURTH) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chairman to sign the attached five year re-lease with Saddleback Square, LLC, (Lessor), for the continued occupancy of 2,150 rentable square feet of office space, including ten parking spaces, by the Alternate Public Defender (APD) at 12440 Firestone Boulevard, Norwalk, at an initial annual rent of \$34,314. Rental costs are 100 percent net County cost.
2. Find that this lease is exempt from the California Environmental Quality Act (CEQA) pursuant to Class 1, section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board, and Section 15062 (b) (3) of the State CEQA Guidelines.
3. Approve the project and authorize the Chief Administrative Office (CAO) and the APD to implement the project. The lease will be effective upon approval by your Board.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of this proposed re-lease of space will allow the APD to continue to house its ten member staff at 12440 Firestone Boulevard, Norwalk. This office space will

continue to serve the needs of the program pending possible future program consolidation.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs that we invest in public infrastructure in order to strengthen the County's fiscal capacity. The proposed lease supports this strategy (Goal 4, Strategy 2, Objective 2) in that administrative office space is being leased for the APD on a short term basis pending future program consolidation.

### **FISCAL IMPACT/FINANCING**

The maximum annual cost of this lease will be \$34,314, in the first year of the lease. Thereafter, rent is subject to annual increases of \$1,373 per year.

<b>12440 Firestone Blvd.</b>	<b>Existing Lease</b>	<b>Proposed Re-Lease</b>	<b>Change</b>
Area (Square Feet)	2,150	2,150	0
Term (Years)	3	5	5
Annual Base Rent	\$29,928 (\$13.92 sf)	\$34,314 (\$15.96 sf)	\$4,386
TI Allowance (Incl. in Base Rent)	None	Paint & Carpet	
Maximum Annual Rent	\$29,928. (\$13.92 sf)	\$34,314 (\$15.96 sf)	\$4,386
Option to Extend	None	None	None
Cancellation	None	After 1 year 120 days notice	Yes
Parking included in Base Rent	Not specified	10	+10

\$ Sufficient funding for the proposed lease is included in the 2001-2002 Rent Expense Budget and will be charged back to the APD. Sufficient funding is available in the 2001-02 APD budget to cover the projected lease costs.

\$ The monthly base rent under the proposed re-lease is subject to annual fixed increases of 4 percent of the first year base rent (\$1,373, annually).

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### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

This office space allows the APD to prepare cases, and occasionally see clients or their representatives at a location convenient to the Norwalk Superior Court. The APD has been at this location on a month-to-month holdover basis since August 1, 2001. The space is being re-leased because of its economical rate and proximity to the courthouse.

The proposed five year re-lease agreement provides approximately 2,150 rentable square feet of office space and ten parking spaces. The lease also contains the following provisions:

- § The term commences upon approval by your Board and ends five years thereafter.
- § The re-lease is on a full service basis.
- § The Lessor has agreed to re-carpet and re-paint the premises.
- § A right to cancel at any time after the first year upon 120 days prior written notice to the Lessor.
- § The lease rate includes ten non-reserved off-street parking spaces located in the lot adjacent to the building. This amount of parking is sufficient to meet the needs of the County.
- § The office space is entirely built-out and no improvements other than paint and carpet are required.
- § No County Project Manager or employee, including the CAO, is authorized to approve any expenditure not expressly pre-approved by the Board of Supervisors. The Board of Supervisors will not approve retroactive expenditures. Any unapproved expenditure by the Lessor, even if it benefits the County, shall not be recovered by Lessor who shall solely bear the risk of loss for incurring such

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liabilities as stated in Paragraph 29 of the proposed lease.

CAO Real Estate staff conducted a survey of the Norwalk area to determine the availability of comparable and more economical sites. Staff was unable to identify any sites in the surveyed area that could accommodate this requirement more economically. Attachment B shows all County owned and leased facilities within the search area for this program. There are no County owned or leased facilities available for this program.

Based upon a rental survey of similar properties in Norwalk Superior Court area, staff has determined that the rental range is between \$15.60 and \$21 per square foot. Thus, the base annual rental rate of \$15.96 per square foot for the proposed lease represents the lower range of market rates.

The Department of Public Works has inspected this facility and finds it suitable for the County's occupancy.

The leased area is too small to accommodate a child care center. However, there are two child care facilities within a one-mile radius of the subject site which are available for staff housed in this building.

### **ENVIRONMENTAL DOCUMENTATION**

The CAO has made an initial study of environmental factors and has concluded that this project is exempt from CEQA as specified in Class 1, section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

It is the finding of the CAO that this proposed lease is in the best interest of the County and will adequately provide the necessary space for this County requirement. In accordance with your Board's policy on the housing of any County offices or activities, the APD concurs in this lease recommendation.

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### **CONCLUSION**

It is requested that the Executive Officer, Board of Supervisors, return two originals of the executed lease and agreement and the adopted, stamped Board letter, and two certified copies of the Minute Order to the CAO, Real Estate Division at 222 South Hill Street, Fourth Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,


DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:SNY  
CWW:JB:hd

Attachments (4)

c: County Counsel  
Auditor-Controller  
Alternate Public Defender

**ATTACHMENT A**  
Department - Program  
Asset Management Principles Compliance Form<sup>1</sup>

1. <b>Occupancy</b>		YES	NO	NA
A	Does lease consolidate administrative functions? <sup>2</sup> <b>APD's administrative functions are centralized at the Hall of Records.</b>		<b>X</b>	
B	Does lease co-locate with other functions to better serve clients? <sup>2</sup> <b>This was as close as we could get to the Norwalk Superior Court.</b>		<b>X</b>	
C	Does this lease centralize business support functions? <sup>2</sup>			<b>X</b>
D	Does lease meet the guideline of 20  of space per person? <sup>2</sup> <b>Ratio 1/215 sf</b>		<b>X</b>	
	<b>Because the nature of the work performed at the subject facility involves personnel who have higher than typical file storage needs and office space that is private, the guideline of 1/200 sf of office space was exceeded.</b>			
2. <b>Capital</b>				
A	Should program be in leased space to maximize State/Federal funding?			n/a
B	If not, is this a long term County program?	<b>X</b>		
C	Is it a net County cost (NCC) program? List % <b>100%</b> NCC	<b>X</b>		
D	If yes to 2 B or C; capital lease or operating lease with an option ?		<b>X</b>	
E	If no, are there any suitable County owned facilities available?		<b>X</b>	
F	If yes, why is lease being recommended over occupancy in County owned space?			n/a
G	Is Building Description Report attached as "Attachment B"? <sup>2</sup>	<b>X</b>		
H	Was build to suit or capital project considered? <sup>1</sup>		<b>X</b>	
	<b>Size of requirement is not conducive to build-to-suit/capital project and the proposed building is available at a competitive market rate.</b>			
3. <b>Portfolio Management</b>				
A	Did department utilize CAO Space Request Evaluation(SRE)? <sup>2</sup>	<b>X</b>		
B	Was the space need justified?	<b>X</b>		
C	If a renewal lease, was co-location with other County departments considered?	<b>X</b>		
D	Why was this program not co-located?	<b>X</b>		
	1. <input type="checkbox"/> The program clientele requires a "stand alone" facility.			
	2. <b>X</b> No suitable County occupied properties in the project area.			
	<input type="checkbox"/> The assessor is located in the same building, but they are relocating to another building shortly.			
	3. <b>X</b> No County owned facilities available for the project			
	4. <input type="checkbox"/> Could not get City clearance or approval			
	5. <input type="checkbox"/> The Program is being co-located			
E	Is lease a full service lease? <sup>1</sup>	<b>X</b>		
F	Has growth projection been considered in space request?	<b>X</b>		
G	Has the Dept. of Public Works completed seismic review/approval?	<b>X</b>		
<sup>1</sup> As approved by the Board of Supervisors 11/17/98		<i>Please <b>BOLD</b> any written responses</i>		
<sup>2</sup> If not, why not?				



LACOFACILITY NAME	ADDRESS	SQ.FT. GROSS	SQ. FT. NET	OWNED	SQ. FT. AVAIL.
0005	BELLFLOWER COURTHOUSE10025 E FLOWER ST, BELLFLOWER 90706	110286	34,647	OWNED	NONE
0092	PW ROAD-DIV #146 SUBYARD OFFICE13671 TELEGRAPH RD, WHITTIER 90604	576	518	OWNED	NONE
5368	PUBLIC LIBRARY-NORWALK REGIONAL LIBRARY12350 E IMPERIAL HWY, NORWALK 90650	33749	27,529	OWNED	NONE
5641	PUBLIC LIBRARY-RIVERA LIBRARY7828 S SERAPIS AVE, PICO RIVERA 90660	67245	4,040	OWNED	NONE
5685	NORWALK COURTHOUSE12720 NORWALK BLVD, NORWALK 90650	225008	111,898	OWNED	NONE
5867	PUBLIC LIBRARY-ANGELO M IACOBONI LIBRARY4990 N CLARK AVE, LAKEWOOD 90712	25377	20,762	LEASED	NONE
6059	DOWNEY ADMIN CTR-ADMINISTRATIVE CENTER BLDG9150 E IMPERIAL HWY, DOWNEY 90242	327972	264,536	FINANCED	NONE
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6335	PROBATION-RIO HONDO AREA OFFICE8240 S BROADWAY, WHITTIER 90606	19998	12,942	OWNED	NONE
6418	PUBLIC LIBRARY-LA MIRADA LIBRARY13800 LA MIRADA BLVD, LA MIRADA 90638	15704	13,061	OWNED	NONE
6444	PUBLIC LIBRARY-CLIFTON M BRAKENSIEK LIBRARY9945 E FLOWER ST, BELLFLOWER 90706	20160	17,078	OWNED	NONE
A007	ASSESSOR-NORWALK REGIONAL OFFICE12440 (B) FIRESTONE BLVD, NORWALK 90650	83508	2,140	LEASED	NONE
A022A	ASSESSOR-NORWALK MAJOR PROP/ ALT PUB DEFENDER12440 (A) FIRESTONE BLVD, NORWALK 90650	20001	1,973	LEASED	NONE
A022A	ASSESSOR-NORWALK MAJOR PROP/ ALT PUB DEFENDER12440 (A) FIRESTONE BLVD, NORWALK 90650	21551	1,940	LEASED	NONE
A068S	SHERIFF-THE BECHTEL BUILDING-IMPERIAL CENTRE12440 E IMPERIAL HWY, NORWALK 90650	58642	53,100	LEASED	NONE
A068S	SHERIFF-THE BECHTEL BUILDING-IMPERIAL CENTRE12440 E IMPERIAL HWY, NORWALK 90650	83517	6,830	LEASED	NONE
A068S	SHERIFF-THE BECHTEL BUILDING-IMPERIAL CENTRE12440 E IMPERIAL HWY, NORWALK 90650	24002	4,000	LEASED	NONE
A068S	SHERIFF-THE BECHTEL BUILDING-IMPERIAL CENTRE12440 E IMPERIAL HWY, NORWALK 90650	50005	0,000	LEASED	NONE
A080	PUBLIC LIBRARY-ARTESIA LIBRARY18722 S CLARKDALE AVE, ARTESIA 90701	54394	7,520	LEASED	NONE
A126D	DA-CRIMINAL JUSTICE INFORMATION SYSTEM/ISAB12750 CENTER COURT DR, CERRITOS (DAIRY VALLEY) 90701	20187	19,044	LEASED	NONE
A161D	DMH-PATIENT EMERGENCY COORDINATION SERVICES11401 BLOOMFIELD AVE METRO STATE HOSPITAL, NORWALK 90650	57735	4,484	LEASED	NONE
A161D	DMH-PATIENT EMERGENCY COORDINATION SERVICES11401 BLOOMFIELD AVE METRO STATE HOSPITAL, NORWALK 90650	57735	4,484	LEASED	NONE
A186S	SHERIFF-PARKING ENFORCEMENT OFFICE18300 GRIDLEY RD, ARTESIA 90701	20321	1,829	PERMIT	NONE
A279S	SHERIFF-SOUTH WHITTIER SUBSTN/ PW-DIST OFFICE13523 TELEGRAPH RD, WHITTIER SOUTH 90605	22622	1,126	LEASED	NONE
A279S	SHERIFF-SOUTH WHITTIER SUBSTN/ PW-DIST OFFICE13523 TELEGRAPH RD, WHITTIER SOUTH 90605	30002	8,500	LEASED	NONE
A355D	DC&FS/DPSS-REGION IV OFFICES/ TRAINING CENTER10355 SLUSHER DR, SANTA FE SPRINGS 90670	65568	50,633	LEASED	NONE
A358D	DPSS-COMPUTER SERVICES/ LEADER PROGRAM OFFICE14714 CARMENITA RD, NORWALK 90650	44250	42,038	LEASED	NONE
A498D	DC&FS-KINSHIP SUPPORT SERVICES PROGRAM CENTER9834 NORWALK BLVD, SANTA FE SPRINGS 90670	58755	5,580	LEASED	NONE
A511D	DC&FS-SOUTH WHITTIER COMMUNITY RESOURCE CTR10750 LAUREL AVE, WHITTIER 90605	18718	7	PERMIT	NONE
B580B	D OF SUP-4TH DISTRICT/ PW-INC CITY OFFICES5050 CLARK AVE (CITY HALL), LAKEWOOD 90712	42140	0	PERMIT	NONE
B600	PUBLIC LIBRARY-GEORGE NYE JR LIBRARY6600 DEL AMO BLVD, LAKEWOOD 90713	73946	1,136	LEASED	NONE
B632	PW-INC CITY OFFICE (LA MIRADA)13700 LA MIRADA BLVD (CITY HALL), LA MIRADA 90638	11210	2	PERMIT	NONE
D210	PUBLIC LIBRARY-ALONDRA LIBRARY11949 E ALONDRA BLVD, NORWALK 90650	68085	0,610	PERMIT	NONE
D221	DPSS-NORWALK AP DISTRICT OFFICE12727 NORWALK BLVD, NORWALK 90650	40500	30,928	LEASED	NONE
E485	PUBLIC LIBRARY-SOUTH WHITTIER LIBRARY14433 LEFFINGWELL RD, WHITTIER 90604	32942	9,680	OWNED	NONE
X168H	HARRY HUFFORD REGISTRAR-RECORDER/CO CLERK BLD12400 E IMPERIAL HWY, NORWALK 90650	26251	0240,600	FINANCED	NONE
Y300L	LOS NIETOS COMMUNITY SENIOR CENTER & LIBRARY11640 SLAUSON AVE (WHITTIER), SANTA FE SPRINGS 90606	16374	15,877	OWNED	NONE
Y531	STAR CENTER-ADMINISTRATION BUILDING11515 S COLIMA RD, WHITTIER 90604	88845	7,780	FINANCED	NONE
Y533	STAR CENTER-ACADEMY BUILDING C11515 S COLIMA RD, WHITTIER 90604	15578	8,104	FINANCED	NONE
Y534	STAR CENTER-ACADEMY BUILDING D11515 S COLIMA RD, WHITTIER 90604	16551	10,983	FINANCED	NONE
Y535	STAR CENTER-ACADEMY BUILDING E11515 S COLIMA RD, WHITTIER 90604	19984	12,864	FINANCED	NONE
Y542	STAR CENTER-ACADEMY BUILDING M11515 S COLIMA RD, WHITTIER 90604	90977	7,847	FINANCED	NONE